

TOWN OF MARCELLUS
BOARD MEETING
Wednesday, June 7, 2023
6:30 PM

Call to Order

Salute to Flag

1. Accept Minutes
2. Approve Monthly Financials

OLD BUSINESS

- A. Cleaning of Gravestones
- B. Increase in Deputy Town Clerk's Hours
- C. Water District – Brewer Road

NEW BUSINESS

- A. Introduction Resolution – Fire Fighters Tax Credit
- B. Community Development Grant Renewal
- C. Sub Division/Code Books from General Code
- D. Official Filing of MS4 Annual Report

DEPARTMENT REPORTS

- A. Codes
- B. Highway
- C. Parks/Rec
- D. Town Clerk

DISCUSSION AGENDA

Future Meeting Dates:

Workshop Meeting – Wednesday, June 21, 2023 – Town Hall 6:30 PM
Town Board Meeting – Wednesday, July 5, 2023 – Town Hall – 6:30 PM
Planning/Zoning Board Meeting - Thursday, July 6, 2023 – Town Hall 6:30 PM

MARCELLUS TOWN BOARD
REGULAR MEETING
Wednesday, May 3, 2023
6:30 PM

A Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, May 3, 2023, in the Town Hall, 22 East Main Street, Marcellus, New York.

Present: Karen R. Pollard	Supervisor
Jamie Curtin	Councilor
Terry Hoey	Councilor
Gabe Hood	Councilor
Laurie Stevens	Councilor

Also Present: Don MacLachlan, Highway Superintendent; Mike Ossit, Deputy Highway Superintendent; John Houser, Codes Officer; Phil Coccia, Recreation Director; Jim Gascon, Town Attorney; Gary and Linda Wilcox, Mark Delasin, President of Marcellus Fire Department; Bill Southern, Jim Rossiter, Jeremy Perry, Mallory Zabinski, Greg Crysler, Jeff Berwald, Ron and Marie Zamojski, Tristan Becker, Taylor Miceli, Grace Rynkiewicz, Steve Bolewski, Tim and Erica Leubner, Dominic Cataldi, Scott Stearns and Sandy Taylor, Town Clerk.

Waive the Reading and Accept the Minutes as Presented: Councilor Curtin made a motion seconded by Councilor Stevens to waive the reading and accept the Deputy Town Clerk's Town Board Minutes from April 12, 2023, and the Town Clerk's Workshop Minutes from April 26, 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Monthly Activity: The Abstract of Audited Vouchers for May 3, was given to the Board Members as submitted by the Town Clerk. Abstract #5 as of May 1, 2023. Claim #'s 155026-155044.

	<u>Expenses</u>
General Fund	\$ 79,353.84
Town Wide Highway	5,557.26
Fire District	<u>84,741.25</u>
Total	\$169,652.35

Supervisor Pollard made a motion seconded by Councilor Stevens to hold the check for the Marcellus Fire Department (Voucher 1550030, amount \$84,741.25) because the Town has not yet received the Financials' from the Fire Department.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Board Members were given the Activities Report as of April 28, 2023. Fiscal Year 2023. Period 3

	<u>Revenue</u>	<u>Expense</u>
General Fund	(1,236,038.67)	344,075.78
Part Town General	(204,403.10)	50,432.87
Town Wide Highway	(453,007.38)	135,803.77
Part Town Highway	(353,226.75)	11,456.00
Capital Projects	22,373.97	22,373.97
Fire District	(404,607.81)	91,310.25
Hydrant Fund	(3,003.35)	1,594.61
Ambulance Fund	(306,474.28)	78,232.50
Sewer District	(194,549.19)	199,544.00
Water District	(174,658.61)	82,807.85

Bank Balances:

The total of all the Bank Balances for March 2023: \$5,539,850.95

Councilor Curtin made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers (with the holding of Voucher 1550030) as of May 1, 2023, the Activities Report as of April 28, 2023, and the Bank Balances for March 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

Escrow Money for PUD Project: A discussion ensued regarding the Escrow money for a PUD Project. The Planning Board will be seeking the Escrow amount. Jim Gason, Town Attorney, stated that he reached out to Aupperle Engineering (as our Town Engineer has a close relationship with the Applicant) and is waiting to hear if they would be interested in helping with this issue and give an approximate amount of how much money would be involved to put into the Escrow Account. Hopefully, at the next Planning Board Meeting all the information will be provided and the Planning Board will be able to get back to the Town Board. The Escrow situation will not slow down the project.

Refund for Special Permit: Councilor Hoey made a motion seconded by Councilor Stevens to refund \$50 to Peter Beratta that was paid for a Special Permit. The Special Permit is not required for the Project.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

Budget Transfer: Councilor Stevens made a motion seconded by Councilor Hoey to approve a \$3,000 transfer of funds from the Cemetery Reserve Fund (A.882) to Cemetery Contractual (A.8810.4000) for cemetery repairs.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens Carried

Fire Department: Supervisor Pollard asked Mark Delasin, President of the Marcellus Fire Department, to come to the front so that everyone could hear him. It was brought to the Town's attention that the Fire Department has been leasing out the kitchen of the Fire Station. Mr. Delasin stated that the catering service they were using was keeping the kitchen in good order for the Health Department. The food trucks cannot use the kitchen equipment at the Fire House. Mr. Delasin, said that when he heard there was a problem they shut it down immediately. The discussion ensued regarding the fact that the Town own's the building, and the Fire Department does not have the right to lease out any part of it. Councilor Stevens stated that the Town is in violation with the Village regarding the Sewer Agreement the Town and Village have. Councilor Stevens asked for a written copy of the agreement with the Food Truck Company that the Fire Department was leasing to. Councilor Hoey emphasized again, that the Fire Department does not have the authority to lease out a Municipal Building. There was also a discussion regarding the Community Room at the Fire Department. Mr. Delasin stated that anyone can rent it out and that there is a charge for it. According to Mr. Delasin, the Attorney for the Fire Department said they were within their rights to rent out the kitchen. Mr. Gascon, Town Attorney, will put in the 2024 contract about the renting out the community room as well as a clause regarding the fact you can't rent out any part of the Fire Department to a Commercial entity.

Councilor Hoey stated that we (the Town Board) want to know if something isn't working correctly so that it can be taken care of since the Town owns the building. In this case, the grease trap is out of service, and a new one needs to be installed. The Board does understand that the building is thirty (30) years old, and that some equipment may need to be updated.

Mr. Delasin stated that he has the financials for the Fire Department. Supervisor Pollard asked him to give them to the Town Clerk. He also stated that the Board should be receiving the financials in a timelier manner as they now have someone in-house taking care of them.

Department Reports:

Codes: John Houser, Codes Officer, stated that the no burn ban is still on until May 15, 2023. He stated that he has been issuing quite a few permits for pools and sheds. Very few new dwelling permits.

Highway: Don MacLachlan, Highway Superintendent, stated that they are working on the brush pile, oil and stoning roads and trash days.

Park/Rec: Phil Coccia, Recreation Director, stated that everything is going well at the Park. The new playground has been installed and the inspectors would be coming in the next day or two. Mr. Coccia, gave a great thank you to the Park Crew and Highway Crew for all the work they did on the playground project and the many other projects that they work together on.

Town Clerk: Sandy Taylor, Town Clerk, stated that the Town Clerk's office has been very busy with Trash Permits. Rosemary Tozzi, Deputy Town Clerk, is working out wonderfully and catching on very quickly.

DISCUSSION AGENDA

Councilor Hoey mentioned that he came across a website called cleargov.com. It is out of Massachusetts and gives a visual representation of the money coming in and going out for different Towns. He put in Town of Marcellus and noticed the financials from a few years ago. It is very easy to navigate. This is just informative for the Board and Residents.

Adjournment: Councilor Curtin made a motion seconded by Councilor Hood to adjourn the Town Board Meeting at 7:15 pm.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Sandy Taylor
Town Clerk

Marcellus Town Board
Workshop Meeting
Wednesday, May 17, 2023
6:30 PM

A Workshop Meeting of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, May 17, 2023, in the Town Hall, 22 East Main Street, Marcellus, New York.

Present: Karen R. Pollard	Supervisor
Jamie Curtin	Councilor
Terry Hoey	Councilor
Gabe Hood	Councilor
Laurie Stevens	Councilor

Also Present: Don MacLachlan, Highway Superintendent; Steve Schneider, Phil Coccia, Recreation Director; John Houser, Codes Officer; Jim Rossiter, Gary & Linda Wilcox, Bill Southern, Mark Delasin, President of the Marcellus Fire Department; Dave Card, Erica Leubner and daughter, Dakotah Newell, Zach Norris, Adriana Sullivan, Josh Smith, Colten Miller, Jim Gascon, Town Attorney; Rosemary Tozzi, Deputy Town Clerk and Sandy Taylor, Town Clerk.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #5 as of May 16, 2023. Claim #'s 155053-155097, 155106-155110.

	<u>Expenses</u>
General Fund	\$17,999.63
Part Town General	211.09
Town Wide Highway	3,716.84
Part Town Highway	2,079.87
Fire District	<u>521.00</u>
Total	\$24,528.43

Councilor Stevens made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers as of May 16, 2023.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

OLD BUSINESS - There is no old business at this time.

NEW BUSINESS

Cleaning of Gravestones: The person that was going to give a presentation of the cleaning of the Gravestones didn't show up. Supervisor Pollard asked Jim Rossiter or Steve Schneider, both Park Employees, to reach out to him and get some information on the cleaning of the gravestones. This will be tabled until we hear from the person who does the cleaning.

Fire Department Kitchen – Upgrade: Dave Card from the Marcellus Fire Department spoke about the failed grease trap at the Fire Department. There was discussion about how old the building is, how big a grease trap would be needed and what would have to be done. The building was built in 1993 and at that time a smaller grease trap was in place. It was suggested that a new grease trap (a minimum of 1,000 gallons) be installed. In order to start this project, everything in the kitchen would have to be removed, a new design for the kitchen would have to be drawn up and the placement of the grease trap would have to be decided. Mr. Card stated that the grease traps would likely be placed underground. Councilor Hood reached out to Joe Durand, TDK Engineering, regarding this project. Councilor Hood hasn't heard back from Mr. Durand but will take the lead on this project and reach out to him again. Jim Gascon, Town Attorney, stated that the Town would have to follow the Procurement Policy and have contractors submit bids. Mr. Gascon also stated that the Engineer would be the one writing up the Proposal to be sent out. This is a municipal building therefore, prevailing wage would have to be paid. Until this issue is fixed, the kitchen at the Fire Department is shut down. Mark Delasin, President of the Fire Department, feels that some of the members will do what they can to help cut down on the costs.

Increase in Deputy Town Clerk's hours: Sandy Taylor, Town Clerk, expressed to the Board about increasing the Deputy Town Clerk's hours from 19 hours a week to a full-time position (37.5 hours a week). The Town Clerk is requesting that the hours be brought back to 37.5 hours as she is not running for another term. The current Deputy Town Clerk is running (as far as we know, unopposed) for the Town Clerk's position. She feels that it would be beneficial to the Town residents if the Deputy has as much day-to-day training as possible. There is money in the budget, as we didn't realize the previous Deputy Town Clerk was going to retire. The other benefit to the Deputy Town Clerk working more hours would be if the Town Clerk leaves for an afternoon (which elected officials are allowed to) the office would be open during the normal workday hours. Councilor Hood made the motion seconded by Councilor Hoey to table this until the June 7, 2023, meeting.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

DISCUSSION AGENDA

Supervisor Pollard has the annual report from OCWA, it will be filed with the Town Clerk if anyone wishes to look at it.

Supervisor Pollard then handed the Board members a tip sheet (items that have been talked about in past meetings) that they would like to address again.

1. Smoking in the Park
2. Sewer Agreement
3. Water on Brewer Road and surrounding area – Jim Gascon, Town Attorney, has this on his desk
4. Sign Law – Councilors Hood and Hoey stated that they would like to get together again, as some of the language wasn't crystal clear
5. Comprehensive Plan – next meeting is June 6, 2023, Supervisor Pollard stated that they are right on track
6. Fund Balances – Lori Petrocci, Bookkeeper, is waiting for the AUD
7. Tax Credit for Fire Fighters. Jim Gascon, Town Attorney, will draft an introduction resolution for the next meeting. He will also contact the school, as it is very beneficial if the school is in favor of the tax credit for Fire Fighters.

8. AUD: Waiting on the state for the results of the AUD. After the Town receives the results, the Board can then talk about the Fund balances and what money is left from the ARPA money.
9. Park Parking Lot: The Parking Lot at the Park was paved. Jim Rossiter, Park Crew Leader, will get three quotes on stripping it. After it is striped, the speed bumps can go back on. They are taken off in the winter so that plowing is easier.

ADJOURNMENT: Councilor Curtin made a motion seconded by Councilor Hood to adjourn the Town Board meeting at 7:10 pm.

Ayes – Pollard, Curtin, Hoey, Hood and Stevens

Carried

Respectfully submitted,

Sandy Taylor
Town Clerk



COUNTY OF ONONDAGA

COMMUNITY DEVELOPMENT DIVISION

ongov.net

J. Ryan McMahon II
County Executive

Martin Skahen
Director

May 22, 2023

RECEIVED

Supervisor Karen Pollard
Town of Marcellus
24 East Main St
Marcellus, NY 13108

MAY 24 2023

Town of Marcellus

Dear Ms. Pollard:

RE: COOPERATION AGREEMENT AUTOMATIC RENEWAL

Your municipality's elected officials executed a Cooperation Agreement and Resolution in the spring of 1993 which was necessary to continue your municipality's participation in the Community Development Block Grant Program and the HOME Investment Partnership Program for the three year period beginning with Federal fiscal year 1994. At that time, you were notified that **the Agreements would be renewed automatically in the future** unless there were amendments as mandated by the US Department of Housing and Urban Development or your municipality chose to be excluded from the program.

This letter is to notify you that the Cooperation Agreements will be automatically renewed for the three-year period that includes federal fiscal years 2024, 2025 and 2026.

If you elect not to continue participating with Onondaga County in the Community Development Block Grant Program and the HOME Investment Partnership Program for the period **2024-2026, you must notify the County and the US Department of Housing and Urban Development by June 15, 2023, in writing**, of your desire to terminate the agreement at the end of the current period.

If you opt to remove your municipality, you will no longer be eligible to apply for County Community Development capital construction projects or to participate in any County CD housing and commercial rehabilitation or new construction programs.

If you choose to remain in the County's Program, you will not be eligible to apply for the Small Cities Program or the State Community Development Block Grant Program; however, you will automatically be a participant in the County's HOME Program should the County continue to receive HOME funding.

If you have any questions please do not hesitate to call. Thank you very much.

Very truly yours,

Martin Skahen
Director

GENERAL CODE

A Member of the ICC Family of Solutions

New Remit Address
P.O. Box 772512
Detroit, MI 48277-2512

Invoice No: **GC0010822**
Invoice Date: 5/30/2023
Due Date: 6/29/2023
Terms: Net 30
Customer No: MA3903
PO:

Maintenance Ends:

Bill To:
Town of Marcellus
Ms. Karen Pollard
24 E Main St

Marcellus NY 13108

Qty	Description:	Amount
20	Subdivision Pamphlets	\$185.00
20	Zoning Pamphlets	\$210.00

20 | 185
Sub Division
9.25

20 | 210
Zoning
10.5

Subtotal \$395.00
S&H Charges \$0.00
Tax \$0.00
Payment/Credit:
Total Due \$395.00

This order is subject to General Code's Term and Conditions:
<https://www.generalcode.com/terms-and-conditions-documents/>

Invoice Questions: (800)836-8834 x315 * Fax(585)328-8189 accounting@generalcode.com

We appreciate your business.

Claimant's Certification

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any persons within knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

5/30/2023

Catherine Butler

Accounting Administrator



A Member of the ICC Family of Solutions

Estimate

TO: Sandy Taylor, Clerk
clerk@marcellusny.com

FROM: Lori Alger, Client Care Advocate
lalger@generalcode.com

CLIENT: Town of Marcellus, NY
(MA3903)

DATE: 05/08/2023

Pamphlet Pricing

In response to your request for additional Zoning and Subdivision of Land Pamphlets for the Town of Marcellus the following pricing has been put together for you:

Price:

- Twenty (20) copies of (Chapter 235) Zoning Pamphlets will cost \$210, which includes shipping and handling.

- Twenty (20) copies of (Chapter 205) Subdivision of Land will cost \$185, which includes shipping and handling.

Authorization:

I authorize General Code to proceed with the printing of the Pamphlet(s) as outlined above. Please return the authorized estimate by email to lalger@generalcode.com.

This order is subject to General Code's Codification Terms and Conditions, which are available at <https://www.generalcode.com/terms-and-conditions-documents/>.

Signature:  Date: 5/8/23

Account#	Account Description	Fee Description	Qty	Local Share
A2544	Dog Licensing	Female, Spayed	31	155.00
		Female, Unspayed	2	22.00
		Male, Neutered	43	235.00
		Male, Unneutered	2	22.00
		Replacement Tags	1	2.00
		Sub-Total:		
A2545	Misc. Fees Passport	Certified Copies - Marriage	5	50.00
		Passport	4	140.00
		Sub-Total:		\$190.00
A2590	Conservation Freon Removal Marr. Lic Permit Permit Fee Permit Fees	Conservation	17	31.57
		Freon Rremoval	10	150.00
		Marriage Licensing Fees	5	62.50
		Trash Permit-Passenger One Trip	11	110.00
		Trash Permit-Trailer	13	575.00
		Tire	15	45.00
		Trash Permit-Passenger	27	540.00
		Trash Permit-truck	28	995.00
Sub-Total:		\$2,509.07		
B2110	Building Plan & Zone	Building	13	551.00
		Zoning Fees	2	150.00
		Sub-Total:		\$701.00
Total Local Shares Remitted:				\$3,836.07
Amount paid to:	NYS Ag. & Markets for spay/neuter program			90.00
Amount paid to:	NYS Environmental Conservation			540.43
Amount paid to:	State Health Dept. for Marriage Licenses			112.50
Total State, County & Local Revenues:		\$4,579.00	Total Non-Local Revenues:	
			\$742.93	

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Sandra Taylor, Town Clerk, Town of Marcellus during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor_____
Date_____
Town Clerk_____
Date